

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY December 22, 2008

Chairman Coombs and called the meeting to order at 6:00 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso			X
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk Pro Tem		X	
Liaison Present			
Paul Montinieri, Council Liaison			X
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Laurel Goodgion, Library Director	X		

Today is day 586 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of November 24, 2008 Meeting – Motion by Carmen Pace second by Richard LePore to approve the minutes. **All members voted in favor.**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. EnviroScience – Invoice 2909 - \$500.00 – Motion made by Luke McEntire seconded by Tim Tuell to approve payment. **All members voted in favor.**
2. Hartford Safe & Lock – Invoice 9704 - \$94.50 – Motion made by Carmen Pace seconded by Tim Tuell to approve payment. **All members voted in favor.**
3. Kronenberger – App No 17 - \$189,503.69 – Chairman Coombs advised this application is the reason we didn't meet two weeks ago. We had received their original application which was sent back for correction. Prior to approving Mike Turner made a recommendation that this revised requisition be reduced to \$159,703.69. The \$29,800.00 is the portion of the payment request on the last page for HVAC work. The HVAC system is not working and we need to get the contractor to fix the system. Holding funds back should accomplish this. First we thought when the louvers were installed the drafts would go away. Drafts continue and the fan coil units continue to blow out cold air. The contractor is aware of these problems, but little or no action has been done to correct it. Tim Tuell has problems holding funds back especially since the architect has signed off on the payment. Chairman Coombs advised the Committee has reduced payment requests in the past with other vendors, even with the architect's signoff. Tim asked if Peter Wells was aware of these problems and was advised yes. Tim then asked why Peter didn't reduce the payment request himself. Chairman Coombs then went over the problems the vendor had with rebalancing the system and rebalancing before work was completed. Luke McEntire agreed with Mike Turner's recommendation to hold back funds to motivate the contractor to correct the problem. Motion made by Tim Tuell seconded by Luke McEntire to approve a reduced payment of \$159,703.69 as recommended by staff. **All members voted in favor.**

4. National Library Relocations – Invoice 14350R - \$1120.00 – Chairman Coombs advised this is a revised requisition. Staff found they were charging us for a full month's storage for shelving when the shelving was delivered back to us on December 1st and has been erected. Motion made by Tim Tuell seconded by Luke McEntire to approve payment. **All members voted in favor.**
 5. Zavarella Woodworking – Invoice 2646 - \$4,700.00 – Motion made by Luke McEntire seconded by Carmen Pace to approve payment. **All members voted in favor.**
- B. Change Orders
1. PCO 50 – Request Additional Supervision - \$40,500.00 – (Previously tabled) Mike Turner advised there is a draft response from Peter Wells to this PCO that the Town Attorney is reviewing prior to its release. Motion made by Luke McEntire seconded by Carmen Pace to leave this change order tabled. **All members voted in favor.**
 2. PCO 54 – VCT Tile Stairwell - \$2,310.00 – Chairman Coombs advised that this PCO reflects a reduced scope of work. This is for the Library southeast stairwell that goes from the ground floor to the mezzanine. This is to put tile on the landings. There is no need for stair threads on stairs. Motion made by Richard LePore seconded by Luke McEntire to approve this change order. **All members voted in favor.**
- C. Staff Information
1. Job Meeting Minutes – November 20; December 4 & 11, 2008 – Chairman Coombs advised that item 39.10 will be off the next set of minutes. We do not owe them money for this. Motion by Tim Tuell seconded by Carmen Pace to receive this as information. **All members voted in favor.**
 2. Budget Report Dated December 3, 2008 – Mike Turner handed out a revised budget dated December 22, 2008. Mike then went over the changes between the two budgets. He transferred the \$100,000 debt expense from projected expenses to an encumbered expense. He deleted the \$2400 wall covering upgrade in the Council Chambers. He took out the \$5000 for carpet for the Council Chambers. He dropped the request for emergency lighting in the tech area as he found emergency lighting that was not needed in a stairwell that can be moved into the tech area eliminating additional costs. Mike Turner advised some of the PCO's are for work that has already been accomplished but change orders have not been submitted by Kronenberger so Mike estimated the costs. Mike also advised we have applied for a \$10,000 Grant to pay for some of the EOC items. Tim Tuell then voiced his concerns that the project will go over budget if we do all the items listed on the budget sheet and would like to review each pending PCO to see what work has been accomplished waiting for paperwork so the Committee could start making decisions on what will not be done. Tim Tuell advised we should look to delay EOC items 43 & 44 until we see if we can complete the rest of the project. Tim Tuell made a motion seconded by Luke McEntire (for discussion purposes) to delay items 34; 43 and 44. Under discussion Luke McEntire disagreed with delaying item 34 as a sound system is needed for the Council Chambers to operate. He agrees we might be able to delay 43 & 44 until we see what grant monies come in. Tim then made a motion seconded by Luke McEntire to amend the original motion eliminating item 34 from the motion. **Amendment failed (1 aye 3 nay and 1 abstained). Original motion then failed 4 to 1.** Tim advised we only have four to six more meetings and the Committee should have Mike Turner go over the list of PCO's advising us what is already done versus what isn't done so the Committee can prioritize what should be delayed.

Chairman Coombs suggested we defer this until next meeting so the missing members will have the benefit of the review and be part of the decision making. Tim Tuell asked Mike Turner if he could comment on the status of each PCO tonight. Mike advised he could tell which ones were done and which were not, but some of the amounts are estimates and we really need Kronenberger's estimate to true up the figures. Tim Tuell made a motion seconded by Luke McEntire to review the list of PCO's tonight and not wait until the next meeting. **All members voted in favor.** Mike Turner then went over the Pending Change Orders :

- a. Thermostat Relocations Library – Done some of work. Don't know if will be charged.
- b. Pipe & Chases Exterior - Not done yet. Two are complete. There are others.
- c. VCT Stair Landings – PCO 54 – Approved tonight.
- d. Pipe Chases and Covers Interior RAAP & LH Offices & Elevator Foyer – All are done.
- e. Add 2 x 2 Lights in Bldg Insp. – Done
- f. Add Supply & Return Ducts S&YS – Waiting for quote – Phase 1 work.
- g. Install Children Ref. Desk Lights – Have lights purchased Phase 1 work not done yet.
- h. Emergency Light Library Tech. Services – Found solution in plans. One light for stair well can be moved to tech services.
- i. Add Power & Data Drops Unit Price Based – Done waiting for quote.
- j. Call For Aid Town Clerk Vault – Not done yet. Waiting for quote.
- k. Connect Dust Diffusers – 2 Children Library Offices – Not done yet looking for quote (Laurel Goodgion feels this is a health issue that needs to be corrected). This was Phase 1 work.
- l. Added Dietz Supervision PCO 50 – Done – No comment at this time
- m. Wall Light Storage Closet Library Mezzanine – Not done but PCO requested.
- n. Bay State Elevator Door Protection Upgrade – Not done yet requested quote.
- o. Bay State Elevator Braille Upgrade – Not done yet requested quote.
- p. Bay State Elevator ADA Phone – Not done yet
- q. Noise Muffling In Elevator Machine Room – Not Done
- r. Rental of Costco Box Furniture Storage – Responsible for one months charge.
- s. Relocate Power & Data Under Library Stair Tower – Not done, reuse of area,
- t. Replace Rusted Metal Door SE Stair Tower – Not Done – Water leaks in stairwell.
- u. Vestibule Close Up At Clestory Windows – Air gap to close in, not done yet.

Carmen Pace asked Mike Turner, for the next meeting, to take the list and prioritize the order in which they are to be done. Tim Tuell asked at the stage we are in the project the Chairman or Staff should not financially bind us to a PCO. A special meeting should be held if it is an emergency. Chairman Coombs advised he will try not to but if necessary will approve work to keep things going. A construction project cannot be run by a Committee. It requires one person in charge to keep the project running. Tim Tuell then made a motion that we change the way the Chairman works not to make financial decisions binding us, but call for a special meeting. There was no second to the motion. The motion fails. Motion made by Tim Tuell seconded by

Carmen Pace to receive revised budget report as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised things are moving along. Both projects are on the down side moving towards their end. After the meeting he will take members on a tour to see the progress in the Council Chambers and Library. Chairman Coombs has concerns that the contractor will not finish on time because he is not putting pressure on his subcontractors. We improve our position by holding back payments. Construction work not completed will not be moved to a punch list at the end of the job. Laurel Goodgion advised she is happy with the way the shelving is coming out with their new side panels. The canopies still have to be installed on the shelving. They are waiting for the attachments to hook the canopies to. Luke McEntire asked what the problem was with the lights in the library. Chairman Coombs advised some of the ballasts were defective. Also 14 of the ten year bulbs were defective and had to be replaced by the manufacturer. Carmen Pace asked if the Library will be completed and opened on February 1st. Laurel Goodgion advised the books; shelves and furniture will be in place. Chairman Coombs hopes the construction work and punch list items will be completed by then.

E. New Business

1. Hood for Library Kitchen – Mike Turner handed out specs on a hood for the Library Kitchen. He was looking for the Committee's approval to purchase the unit. Within Kronenberger's contract is the requirement to provide the ductwork for the fan. It is had to install ductwork without having the unit to install it to. Tim Tuell made a motion seconded by Luke McEntire (for discussion) that Kronenberger be directed to install the ductwork for this particular hood but delay purchasing the hood until we see if we have available funds. **Motion failed four to one.** Motion made by Luke McEntire seconded by Richard LePore to purchase the hood. **Motion passed four to one.**

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday January 12, 2009 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked Laurel Goodgion if they had any questions. No questions. Prior to adjourning Chairman Coombs thanks all members and Staff Liaison for their work over the past year and wished all a happy holiday season.

5. **Adjournment:** Motion made by Luke McEntire seconded by Richard LePore to adjourn. **All members voted in favor.** Meeting adjourned at 8:02 PM.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.

Stuart Temple, Clerk